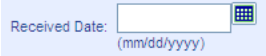


## *Veterinary Services* **Process Streamlining**

### How to Process an On-Line Coggins form for Multiple Animals in VSPS

\*In order for a lab to process the Coggins results for multiple animals at one time, the veterinarian must have submitted the test record with multiple animals on it.

1. Select **Labs**.
2. Select [Find Test Records](#).
3. Enter search criteria on the Find Test Records search screen.
4. Select [Search](#).
5. Click [\[Edit\]](#) next to the test record you want to process.
6. Enter the accession number for each sample.
7. Enter the received date if the date is different than today's date. 
8. Or Select [Receive In Lab](#) if the received date is today's date. Today's date will auto-fill into the received date field.
9. If you have comments you want to populate to the Coggins form enter them through the [\[Edit Specimen\]](#) link.
10. Enter the "test results" and the "test type used"
11. Review the VS 10-11 by clicking on the [Show VS 10-11](#) link
12. If everything looks correct on the form select [Mark Complete](#). No changes can be made once marked complete.
13. The form can still be voided if the incorrect results were entered, however no changes can be made to the form once the "Mark Complete" button has been selected.
14. If there was an error in the previous test record the Veterinarian can copy the "Voided" certificate by first selecting the certificate by placing a check in the select box and then selecting the [\[Copy Selected \(with specimens\)\]](#) link. They can resubmit it to the laboratory that can complete the steps as above.

If you have any questions contact the VSPS Help Desk at:

**Help Desk:**  
877-944-8457: select  
option 3.